How to File Electronically as a Qualifying Officer

Who is a Qualifying Officer?

"Qualifying Officer" means a person who qualifies a candidate for an election.

What are the duties of a Qualifying Officer?

A Qualifying Officer shall notify the Commission of the names and addresses of all candidates and offices sought in any election within ten days of the close of the qualification period.

How do I perform my duties?

By using the Qualifying Officer Electronic Reporting System (QOERS).

The first step to filing information in the QOERS is to obtain a Personal Identification Number (PIN) and Password. You can do this by submitting a Qualifying Officer Electronic Filing Access Code Application.

http://media.ethics.ga.gov/Commission/2011Forms/22/FOPIN2011.pdf

Once you obtain a PIN/Password, you use that same information from year to year.

NOTE: A County Election Superintendent may be the Qualifying Officer for all the cities within that county. The Election Superintendent must submit a separate PIN application for each city location in addition to the county.

How to Add Qualifications

Once you log into the QOERS you will find yourself at the home page. Down the left side of the page are action tabs. Click on the activity you wish to perform.

To add NEW candidate data for candidates that have qualified for an election, first make sure you have not previously entered the data and then, click on "Add Qualification Activity."



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When the next screen appears, add the Election Qualification Period information to the system. Click on the Submit tab when you are finished entering the data. This will take you to the next screen and you will add the information about each candidate who qualified.

and Campa Qu		Georgia Government Tr and Campaign Finance Qualifying Offi Electronic Reporting	Commission icer		
				Tuesday, January 25, 2011	
	erID	Q2006000681			
Oi	fice Name	Thompson City			
		Add Qualification	Period		
Office:	Thompson C	ity			
Election Year:	2011	% -	•		
Election Type:	General Elec	tion	•		
Election Date:	2/15/2011				
		Submit Cance	el		

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Enter the information about candidates in the boxes provided and then click the submit button.

Remember: NO Government resources (such as phone numbers, addresses, etc) can be used here.

FilerII Office	Q20060006 Name Thompson			
	Add C	andidate	e Qualification	
First Name:			Last Name:	
Middle Name:			Nickname:	
Suffix:	Select a Suffix	•		
		Home A	Address	
Address:			Address2:	
City:			State:	Select a State
Zip:			Email:	
Home Phone:			Cell Phone:	
			Address y, or city based address	sses**
Address:			City:	
	Select a State	•	Zip:	
Work Phone:				
		Office	Sought	
Office:		Office		
Party:	Select a Party	Office	Date Qualified:	
Party:	Select a Party Select an Office Level	Office	Date Qualified:	Select an Office Term
Party:	Select an Office Level	Office	Date Qualified:	Select an Office Term

Click "Add Candidate" and repeat the last slide until you have entered all the candidates who qualified. Then Click "Done Adding/Editing Candidates".

FilerID Q0000000001
Office Name Beta City 01

Candidate Qualification

Election Year: 2013

Election Type: General Election

Election Date: 11/5/2013

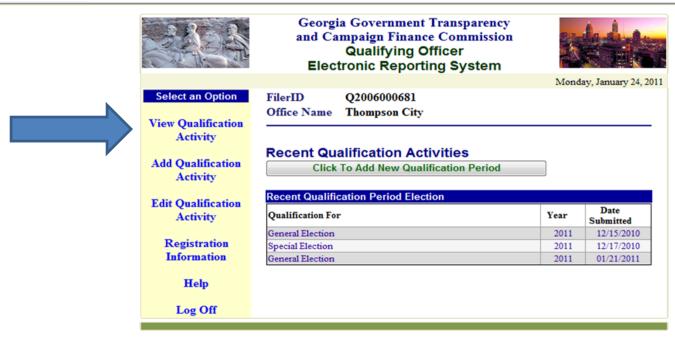
	Name	Office	Date Submitted	
Edit	Beta Tester	Mayor	8/23/2013	

Add Candidate Done Adding/Editing Candidates

How to View Qualifications

To view data entered and ensure no duplicate data exists.

Once you log into the QOERS you will find yourself at the home page. Down the left side of the page are action tabs. Click on the activity you wish to perform. For this example we have selected "View Qualification Activity".



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This action will bring you to a screen where you can view data you entered on all qualified candidates for each upcoming election. Click on the "View Candidates" action tab to see the names you entered for each office in an election.



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This next screen displays the qualified candidates by office and date submitted. Once you are done viewing the candidates click on the gray button labeled "Done Viewing Candidates"



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How to Edit Qualifications

Once you log into the QOERS you will find yourself at the Main Menu. Select the action tab "Edit Qualification Activity" to:

- •Edit information previously entered
- •Add additional information on existing candidates
- •Add outcomes from an election



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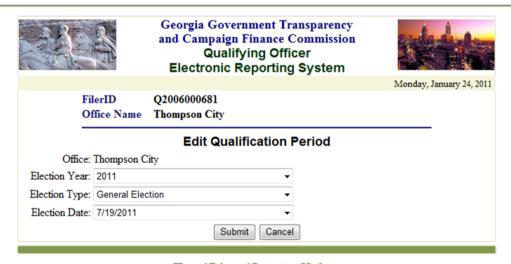
How to Edit Qualification Information

Select the appropriate link to the information you want to edit. For this example, we will edit the qualification information by clicking the "Edit Qualification" tab.



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Edit the information that was incorrectly entered and click the submit button.



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How to Edit Candidate Information

You will return to the Edit Menu. If you need to edit a candidate's information, add an additional candidate, or add election outcome information select the "Edit Candidates" tab.



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If you need to correct a candidates information click the "Edit" tab to the left of the selected name. If you need to add an additional candidate that qualified click the "Add Candidate". If you need to Add/View the outcome of a candidate click the "View Outcome" tab.

If you have entered your qualified candidates and cannot located the view outcome tab, email mbazile@ethics.ga.gov for assistance.



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How to Add a Candidate

Once you click "Add Candidate" then enter the required information in each box. Click the submit button when done entering data.

File	rID	Q200600068	31		Monday, January 2			
Off	ce Name	Thompson (City					
Add Candidate Qualification								
First Nan	ne:			Last Name:				
Middle Nan	ne:			Nickname:				
Suff	ix: Select	a Suffix	•					
			Home	Address				
Addre	ss:			Address2:				
Ci	ty:			State:	Select a State			
Z	ip:			Email:				
Home Phon	ne:			Cell Phone:				
	*:	*Do not enter s	_	Address y, or city based addre	sses**			
Addre	ss:			City:				
Sta	te: Select	a State	•	Zip:				
Work Pho	ne:							
			Office	Sought				
Offic	e:							
Par	ty: Select a	a Party	•	Date Qualified:				
Office Lev	el: Select a	an Office Level	•	Office Term:	Select an Office Term			
Incumben	t?: No		•	Incumbent Name:				

If you incorrectly enter information or omit information in any section you will be notified of the error by red lettering appearing on the screen. All information within this screen is required.

	Add Candi	date Qualification		
First Name is re Last Name is re Address is requi- City is required State is required Zip is required Email is required Office is required Party is required Date Qualified is Office level is re Office Term is re	quired quired ired I d d s required squired equired			
First Name:		* Last Name:		*
Middle Name:		Nickname:		
Suffix:	Select a Suffix ▼			
Address: City: Zip: Home Phone:	Но	me Address Address2: State: Email: Cell Phone:	Select a State ▼	*
		ling Address ounty, or city based addres	ises**	
Address:		City:		
State:	Select a State ▼	Zip:		
Work Phone:				

How to add Candidate Outcomes

By clicking the "View Outcome" tab you will be directed to a page that will allow you to enter Election Outcome Information for each person that has qualified. Begin by clicking the Modify button.

If you have entered your qualified candidates and cannot located the view outcome tab, email mbazile@ethics.ga.gov for assistance.



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On the lower half of the screen, to the right side, enter the outcome for the election in which the candidate qualified. Then change the election date to the left of that outcome. Click the submit button. Review the information entered before clicking the Return button.

If you are entering multiple outcomes for a candidate review previous entries to ensure the election date/outcome did not reset when you entered the screen.

	Georgia Go and Campa Qu Electroni	16						
	Wednesday							
FilerID Office Name	Q2006000681 Thompson City	y						
Edit Qualification Outcome								
Name: Omega Te	ester	Election Year:	2011					
Office: Coroner		Office Level:	Municipal					
Office Term: 4		Didn't Seek Re-Election:	False 🔻					
Incumbent: False 🔻		Date Qualified:	10/20/2011					
Didn't Qualify: False ▼	Data Disqualified or Data							
Election D	ate	Elec	tion Result					
Primary: 2/15/2011	▼	Outcome:	Won	-				
Primary RunOff:	~	Outcome:	(none)	-				
General:	~	Outcome:	(none)	-				
General RunOff:	~	Outcome:	(none)	-				
Special:	~	Outcome:	(none)	~				
Special RunOff:	~	Outcome:	(none)	-				
		Submit Cancel						

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Click the "Done Adding/Editing Candidates" button when you have completed your activity.



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Thank you for taking the time to learn how to electronically file in the QOERS. We hope this tutorial has provided you with a better understanding of the E-Filing System. If you have questions or comments for the Education and **Information Division please email** hlaberge@ethics.ga.gov